

Confirmation Request for Writing Competition Participation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of my participation in the upcoming writing competition titled "[Competition Name]" scheduled for [Event Date]. My registration was submitted on [Registration Date], and I am eager to ensure all necessary details are in order.

Please let me know if my application has been successfully received and if there are any further requirements needed on my part.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]